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List of Recommendations Made for Implementing
FPA Procedures at [REDACTED] Station

1. After reviewing the type of transactions processed at the [REDACTED] Station it was recommended the 80000 series be used for identifying supply transaction documents to be excluded from the FPA system since this will eliminate the necessity for preparing and processing a substantial quantity of documentation.
2. It was recommended that a careful review of the past month's transactions be made to insure that transactions representing transfers of property between locations operating under the FPA system be properly identified and processed under the FPA system and that future transactions of this type be processed through the FPA system.
3. The Station has adopted the simplified schedule for listing local cash procurements to provide a basis for adjusting the FPA records for the difference between the cost of property and the amount recorded on FPA records. Since this schedule is required for local Station use only it was recommended that the Station discontinue typing this schedule and utilize the original work copy to support the entry on FPA records.
4. It was recommended that non-expendable property in the Housing Officer's warehouse be recorded as property in use and included on the memorandum receipt representing property for which he is responsible in order to eliminate the necessity for recording issues and returns of such property through the FPA system.
5. In order to simplify the detailed operations relating to reconciliations of financial property accounts with the Stock Record Cards, it was recommended that the "net change" method of reconciliation be utilized to the maximum extent feasible.

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